

DD / S REGISTERS

FILE *Records* 17 AUG 1971

MEMORANDUM FOR: **Executive Officer, DD/S&T**  
**Chief, Administrative Staff, DD/I**  
**Special Support Assistant to the DD/S**  
**Executive Officer, DD/S**

SUBJECT : **Special Approval and Justification for Requisitioning**  
**Safes and File Equipment**

REFERENCES : (a) Memo dtd 1 July 71 for DD/S fr Ex. Dir.-Compt.,  
subj: Records Storage Control Policy

(b) Memo dtd 6 July 71 for Deputy Directors fr Ex.  
Dir.-Compt., subj: Records Storage Control Policy

(c)

1. References (a) and (b) reflect the recent policy decision to establish Directorate space allocations for records storage deposits in our storage facility . An integral part of this policy is the need to establish stringent controls over the issuance of safes and filing equipment to Headquarters components.

2. I have designated the Chief, Support Services Staff, to serve as my approving officer on all requisitions for safes and file equipment per paragraph 1 of Reference (a). To expedite requisitions for this equipment, addressees should forward their requests and justifications to the Office of Logistics, through Chief, Support Services Staff, for review and approval. As stated in paragraph 2 of Reference (b), component justifications should be reviewed at the Directorate Executive Officer or comparable senior officer level, prior to their being forwarded to Chief, Support Services Staff.

(Signed) John W. Coffey

**John W. Coffey**  
**Deputy Director**  
**for Support**

**2 Atts**  
**Refs (a) and (b)**

**cc: Chief, Support Services Staff**  
**Director of Logistics**  
EO-DD/S:CND/ms (13 Aug 71)  
Distribution:

1 - DD/S Chrono  
1 - DD/S Subject  
Note: Ref (a) is DD/S 71-2369  
Ref (b) is DD/S 71-2368

MEMORANDUM FOR: Mr. Wattles  
VIA:

STAT

To close the "loop" in our new records storage control policy, this word should get out to Logistics and the Senior Admin Officer in each directorate.

Attached is draft memorandum for your consideration. Copies of references A and B should be attached to all addressees of this memorandum.

STAT

*I THINK THIS SHOULD BE  
ADDRESSED TO THE DEPUTY  
DIRECTORS WITH DIRECTOR  
OF LOGISTICS AND CHIEF SUPPORT  
SERVICES STAFF SHOWN ON THE  
"INFORMATION LINE"*

(DATE)

STAT

FORM NO.  
1 AUG 54

101

REPLACES FORM 10-101  
WHICH MAY BE USED.

(47)

*Executive Officer, DASIT.*  
*Chief, DAF Administrative Office Staff, DAF*  
*SSA DAF*  
*Executive Officer, DAF*

STAT

MEMORANDUM FOR: *Chief, Support Services Staff*  
 Director of Logistics  
 INFORMATION : ~~Senior Admin Officers of Each Directorate~~  
 SUBJECT : Special Approval and Justification for  
 Requisitioning Safes and File Equipment

DDI-	
DDP-	
SAT-	
DDS-	

REFERENCE : A. Memorandum to Deputy Directors from  
 Executive Director-Comptroller dtd 6 July 71  
 (ER 71-3488) Subject: Records Storage Control Policy  
 B. Memorandum to Deputy Director for Support  
 from Executive Director-Comptroller dtd  
 1 July 71 (ER 71-3488/2) Subject: Records  
 Storage Control Policy

STAT

C. 

1. References A and B reflect the recent policy decision to  
 establish directorate space allocations for records storage deposits  
 in our storage facility  An integral part of this policy  
 is the need to establish stringent controls over the issuance of safes  
 and filing equipment to headquarters components.

STAT

2. I have designated the Chief, Support Services Staff to serve  
 as my approving officer on all requisitions for safes and file equipment  
 per paragraph 1 of reference <sup>A</sup>B. To expedite requisitions for this equip-  
 ment, ~~also~~ addressees should forward their requests and justifications  
~~therefore,~~ <sup>to OFFICE OF LOGISTICS,</sup> through Chief, Support Services Staff for review and approval,  
~~before requesting Logistics action.~~ As stated in paragraph 2 of  
 reference <sup>B</sup>A, component justifications should be reviewed at the Direc-  
 torate Executive Officer or comparable senior officer level, prior to

their being forwarded to Chief, Support Services Staff.

John W. Coffey  
Deputy Director  
for Support

ATTACHMENTS:

Regs A. and B. TO each addressee  
and info addressee.

TO:		
Mr. Coffey via Mr. Wattle		
ROOM NO.	BUILDING	
REMARKS:		
Recommend <u>4</u> signatures.		
STAT		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

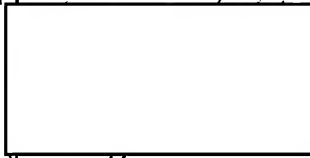
REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

Minam -  
Pls put with the  
file copy of document

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R004200240009



*un. copy*

*Coordinated*

*with D/Log?*

*(Wouldn't he have  
control now?)*

*Re approval of justification for new  
type of Sil Equipment.*

*I discussed with Jack Blake this  
morning — he has no problem with  
the plan as outlined in your memo to  
the 4 Directorate Exec Officers. He will  
receive a copy of that memo, and  
will instruct his Supply Officers*

STAT

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*accordingly*

